

## OVERVIEW OF BUDGET

**DEPARTMENT: COUNTY ADMINISTRATIVE OFFICE**  
**COUNTY ADMINISTRATIVE OFFICER: WALLY HILL**  
**BUDGET UNIT: AAA CAO**

### I. GENERAL PROGRAM STATEMENT

The County Administrative Office is responsible to the Board of Supervisors for the general administration and coordination of all county operations and programs, together with the preparation and administration of the county budget.

### II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Actual 2002-03	Budget 2003-04
Total Appropriation	3,455,918	4,452,965	4,019,214	3,466,745
Total Revenue	186,110	275,987	81,899	-
Local Cost	3,269,808	4,176,978	3,937,315	3,466,745
Budgeted Staffing		33.5		26.0

### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

#### STAFFING CHANGES

Included in final budget is the reduction of 7.5 budgeted positions. One contract position, Director of Legislative Affairs, is transferred to the new legislative program budget unit (AAA LEG). Three contract positions and 0.5 Clerk I position were eliminated when the legislative program was restructured. Additionally, 1.0 Administrative Analyst was eliminated due to the deferral of SB90 revenue, 1.0 Deputy Administrative Officer was eliminated in the 30% cost reduction plan. Per Board direction 1.0 vacant Clerk II budgeted position that was not in recruitment was deleted during budget adoption.

#### PROGRAM CHANGES

None.

**GROUP: Administrative/Executive**  
**DEPARTMENT: County Administrative Office**  
**FUND: General AAA CAO**

**FUNCTION: General**  
**ACTIVITY: Legislative and Administration**

	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
<b><u>Appropriation</u></b>					
Salaries and Benefits	3,333,689	3,547,501	3,058,703	(38,889)	3,019,814
Services and Supplies	844,137	1,030,548	492,452	(6,352)	486,100
Central Computer	33,607	33,607	25,391	-	25,391
Other Charges	-	2,000	-	-	-
Equipment	20,000	26,000	-	-	-
Transfers	28,148	53,676	(545)	6,352	5,807
Total Exp Authority	4,259,581	4,693,332	3,576,001	(38,889)	3,537,112
Reimbursements	(240,367)	(240,367)	(70,367)	-	(70,367)
Total Appropriation	4,019,214	4,452,965	3,505,634	(38,889)	3,466,745
<b><u>Revenue</u></b>					
State, Fed or Gov't Aid	81,899	275,987	-	-	-
Total Revenue	81,899	275,987	-	-	-
Local Cost	3,937,315	4,176,978	3,505,634	(38,889)	3,466,745
Budgeted Staffing		33.5	27.0	(1.0)	26.0

## COUNTY ADMINISTRATIVE OFFICE

### Total Changes Included in Board Approved Base Budget

Salaries and Benefits	(110,642)	Eliminate 1.0 Administrative Analyst III position proposed to be funded by SB90 reimbursements from the state.
	(517,904)	Eliminate 3.0 contract positions and 0.5 Clerk I position with the restructuring of the legislative program. Transfer 1.0 contract Director of Legislative Affairs to the newly created budget unit for legislation (AAA LEG).
	(144,452)	30% Cost Reduction Plan - eliminate 1.0 Deputy Administrative Officer position.
	93,774	MOU.
	185,870	Retirement.
	4,556	Risk Management Workers Comp.
	<u>(488,798)</u>	
Services and Supplies	(139,079)	4% Spend Down Plan.
	74,725	Approved by the Board on December 17, 2002 - increased costs of legislative program.
	(221,925)	Transfer to newly created budget unit for legislation (AAA LEG).
	(300,000)	30% Cost Reduction Plan - reduce management audit expenditures.
	43,000	Approved by the Board on April 15, 2003 - Sesquicentennial Event Planning.
	5,183	Risk Management Liabilities.
	<u>(538,096)</u>	
Central Computer	<u>(8,216)</u>	
Other Charges	<u>(2,000)</u>	4% Spend Down Plan - eliminate lease-purchase of photocopier.
Equipment	<u>(26,000)</u>	4% Spend Down Plan - eliminate lease-purchase of photocopier.
Transfers	(53,676)	Transfer to newly created budget unit for legislation (AAA LEG).
	(545)	Incremental change in EHAP.
	<u>(54,221)</u>	
Reimbursements	<u>170,000</u>	Transfer to newly created budget unit for legislation (AAA LEG).
<b>Revenue</b>		
State, Fed or Gov't Aid	(110,642)	Reduce SB90 revenues to reflect elimination of 1.0 position to be funded by this revenue source.
	(165,345)	Reduce revenues from Riverside County for legislative services previously provided on a contract basis.
	<u>(275,987)</u>	
Total Appropriation Change	(947,331)	
Total Revenue Change	(275,987)	
Total Local Cost Change	(671,344)	
Total 2002-03 Appropriation	4,452,965	
Total 2002-03 Revenue	275,987	
Total 2002-03 Local Cost	4,176,978	
Total Base Budget Appropriation	3,505,634	
Total Base Budget Revenue	-	
Total Base Budget Local Cost	3,505,634	

### Board Approved Changes to Base Budget

Salaries and Benefits	(6,887)	Transfer local cost target for position transferred to the AAA LEG budget unit. Target funds increases in retirement and workers compensation charges.
	(32,002)	Deletion of 1.0 vacant Clerk II position.
	<u>(38,889)</u>	
Services and Supplies	<u>(6,352)</u>	GASB 34 Accounting Change (EHAP).
Transfers	<u>6,352</u>	GASB 34 Accounting Change (EHAP).
Total Appropriation	<u>(38,889)</u>	
Local Cost	<u>(38,889)</u>	